CAS Implementation Work Group
Notes / Minutes

The CAS Implementation Work Group's first meeting began shortly after 9 a.m., Monday, September 17, 2001, in the Council on Postsecondary Education's Conference Room A.

Members present were:
– Jill Allgier, Laurie Sissel, Diana McGregor (EKU);
– Andrea Cornett, Loretta Lykins (MoSU);
– Donna Harris, Katherine Kerr (MuSU);
– Donald Witt, Jacquie Hager, Kathy Hamperian, Mike Cantrell, Rachel Haley (UK);
– Becky Harp, Erla Mowbray, Ren Bates (LCC);
– Barbara Cook, Wayne Fielder (CPE).

Jason Elwood, Chris Bufler, and Katrina Carlson-Combs of the Miami University DARS/CAS staff also attended.

Jason Elwood talked about each participating institution's CAS readiness and estimated the time required for initial CAS implementation.
- EKU: As a DARwin school, EKU may be able to implement CAS in 1-6 months; there will be problems to resolve with the Banner interface.
- MoSU: Miami University will work directly with MoSU to provide the necessary interface between MoSU's existing systems and the CAS software.
- MuSU: Miami University will provide a pre-existing program to translate data from MuSU's DARS mainframe system to the CAS system.
- UK and LCC will require up to 24 months for full implementation, including training and encoding all program requirements.

In his general comments, Jason –
- encouraged each school to develop its own timeline,
- emphasized that campus training is essential for successful use of CAS,
- noted the importance of adequate publicity, and
- pointed out that CAS can be a vital marketing tool for institutional recruiting,
- emphasizing that appropriate institutional staff must be informed and included in the CAS development and publicity process.

Discussion Points:
Implementation
- The first step in implementing CAS is development of the required technical environment at UK. UK expects to finalize decisions and make essential purchases within one to two weeks.
- After UK installs the hardware and downloads software from Miami University, UK will distribute CAS software to the other participating institutions.
- UK will develop both test and production environments.
- Each institution must fully test its CAS processes before making CAS available to the public.
- Each institution needs to develop an update process to include course inventory changes.

Training
- Each institution will work with Miami University to determine the training that is needed.
  - Two CAS training courses via the web are available through Miami University.
  - Dates for introductory training sessions include October 21-24 and January 13-16.
- The CPE budgeted for up to 5 sessions each for 2 staff for each participating institution.
- Participating institutions will notify CPE staff of the training sessions they plan to take. CPE staff will finalize arrangements with MU and make payments.

Support / Contact with Miami University
- Because the CPE signed a single license agreement with Miami University for Kentucky's participating institutions, there is one technical contact and one functional contact for implementation and use of CAS in Kentucky.
  - Mike Cantrell, UK's Information Technology Manager (jmcant1@email.uky.edu, 859.257.2900 x273, 223 McVey Hall, Lexington, KY 40506), is Kentucky's technical contact for CAS implementation and operation. Kathy Hamperian will serve as back-up technical contact.
  - Barbara Cook, CPE staff (barbara.cook@mail.state.ky.us, 502.573.1555), will serve as the CAS functional contact during initial implementation. After the initial implementation process, an institutional staff person more involved in using CAS will assume functional contact responsibilities.
  - Each institutional CAS representative is encouraged to sign up for the Miami University DARS/CAS listserv (http://www.dars.muohio.edu/MenuSupport.htm).
- A Kentucky CAS listserv (cpe-cas-implementation@listserv.state.ky.us) was established for communication among Kentucky's participating institutions.
- A Kentucky CAS implementation work group web page was created to provide a source for sharing information (http://www.cpe.state.ky.us/cpe/cas/cas.htm).

CAS Content and Timeframe
- After discussing possibilities, the group decided that institutions may implement CAS as completely as possible and make it available to their service area as soon as they are ready.
  - MoSU anticipates making general education and complete program information available through CAS by late spring 2002.
  - EKU and MuSU anticipate making general education and complete program information available through CAS by fall 2002.
  - UK expects to be able to make general education information available by fall 2002 and program information by fall 2003.
  - LCC did not finalize schedule projections.
- Kentucky will develop a common access CAS front page for all users.
- Each institution may also develop a CAS introduction page that will follow the state-wide front page before users enter the actual CAS system.

Publicity
- Even though each institution will implement CAS according to its own timeline and capabilities, a state-wide "kick-off" and publicity campaign will be developed with the official CAS opening planned for fall 2002.

- Each participating institution will identify a representative to serve on the CAS publicity sub-group. This representative may or may not be a member of the CAS IWG.
- Individuals with marketing and public relations backgrounds are needed.

Campus staffing
- Even though it was recommended that institutions dedicate staff to CAS implementation, most staff will continue to have multiple responsibilities.
- This pattern is common in other states and institutions implementing CAS. Some institutions restructure staff instead of creating new positions. New positions that have been created are often in student advising.

Purpose statement
- The CAS IWG edited and agreed to the following purpose statements:
    - CAS purpose: to provide comprehensive (accurate, up-to-date) undergraduate academic program information for prospective transfer students
    - Implementation group purpose: to implement CAS for the participating institutions

Group organization / Future meetings
- The CAS IWG will meet as a complete group from time to time (perhaps once a quarter or semester) as needed to review discussions and progress of sub-groups.
- CAS IWG will divide into technical, content, and publicity subgroups.
- Future meetings will be scheduled as needed.

Information about CAS implementation from Jason Elwood's 9/11/01 email:

There will be one installation of the DARwin server at UK. All schools, except Morehead, will need the client software and database connectivity client (for Oracle Server). Morehead will be working with MU's interface to produce degree audits from their home-grown system. Each of the other schools will encode through DARwin (University of Kentucky) or convert from existing DARS systems (for Murray State and Eastern Kentucky) onto the server at UK.

The DARwin client and server software are available on MU's DARS Download Site. The server software is only needed by UK. UK will download the client software and re-distribute to the necessary people. The Oracle Server database connectivity client can only come from UK. Distinct userids should be used for each school connecting to the DARwin database at UK.

The CAS software look/feel cannot be altered per CAS instance. Schools/states have created "introductory" web pages to provide explanations, instructions, etc., that then link students to CAS.

CAS IMPLEMENTATION MEETING

September 17, 2001

Comments by Jason Elwood:

I took what I knew about each of the schools' degree transfer situation and made a basic outline of information of what would need to be done for each of the schools. I can start with going over each of those – at least of what we know – and then we will get more into depth about what each school needs to do. I think some of that would certainly be in common.

To get started, I think you need to have a working group. You have a team approach at each of the schools, which is certainly the way to go.

What we would like to have happen – and what we have done in Ohio with schools we have assisted – is for each school to put together a timeline – a realistic timeline from today to actually having students use the system. That may sound simple, but the simple part of CAS is getting it up and running.

The hard part of CAS is keeping it running and actually having people using it. We can get all the degree audit transfer and WEB systems in place, but they will just sit there unless you incorporate into your plan on-campus training for your students, for your advisors, and for your admission staff. Getting publicity, marketing, and outreach going is important. Work publicity [about CAS] into current practices that you now have to inform people going on recruitment trips and meeting with community colleges as they request information from you.   Getting those pieces [publicity, marketing, and outreach] coordinated is the greater part of the effort.

As I look at all of you and your titles, no one person in this room can make all that happen. You need to have administrative, higher level support to get the resources and funding to make this happen. You're computer people, registrars, and advising admissions, but no one can make all that happen. So, that's a critical piece that each of you needs to incorporate. It sounds like all of you certainly have administrative support or otherwise you wouldn't be sitting here right now. You need to let them know what this project entails. For some of you, meeting all of the goals which you would set for CAS may take a couple of years. That's an effort that they (administrative leaders) need to be aware of.

Kentucky Implementation

Goals

        Establish timeline for implementation
        Outline scope of information
        Assign CAS teams at each school

Central Server Site (1-3 mos)

        Decide on platform, operating system and database
        Installation, support?
        Test and production systems?
        Install DARwin and Conversion programs
        Install CAS

Schools

University of Kentucky (6-24 mos)

        DARwin encoding training and support
            -   web course, fall training, site visit
        Test DARS data in CAS system (DARwin)
        Set-up CAS for University of Kentucky

Murray State (1-6 mos)

        Install Conversion programs on Murray mainframe
        Convert DARS data to CAS system
        Test and Clean-up DARS data in CAS system (DARwin)
        Set-up CAS for Murray State

Eastern Kentucky University (1-6 mos)

        Install Conversion programs on EKU server
        Convert DARS data to CAS system
        Test and Clean-up DARS data in CAS system (DARwin)
        Set-up CAS for Eastern Kentucky

Morehead State (1-6 mos)

        Create specification for interface software
        Design and create interface software
        Test interface software
        Set-up CAS for Morehead State